


# How to Register for an Account in the Lease Offer Platform (LOP)

Navigate to the Lease Offer Platform Homepage ([LOP.gsa.gov](https://lop.gsa.gov)). Click 'Registration' in the top right corner of the page.

Note: you will use the same login credentials for both AAAP and RSAP.



[LOP HELP](#)[REGISTRATION](#)

## GSA's Lease Offer Platform

The **Lease Offer Platform (LOP)** provides the opportunity for building owners and building owner representatives to electronically offer building space to the Federal Government. The offer submission process is completely web-enabled, allowing all registered participants to submit and update offers for lease space to the Federal Government within specified timeframes, in response to a Request for Lease Proposal (RLP) package. The **Lease Offer Platform** consists of the:

### [Automated Advanced Acquisition Platform \(AAAP\)](#)

CLICK HERE to login, learn more, and enter an offer for AAAP if:

- You are responding to an ad that specifies the AAAP as the procurement method

OR

- You want your offered space available for any current or future government requirements tasked to the AAAP

### [Requirement Specific Acquisition Platform \(RSAP\)](#)

CLICK HERE to login, learn more, and enter an offer for RSAP if:

- You are submitting an offer in response to a unique Request for Lease Proposals (RLP), issued for a specific agency requirement (not AAAP)

AND


- The RLP requires offers to be submitted through the RSAP application

### Who Are We?

The GSA is an independent agency of the United States government, established in 1949 to help manage and support the basic functioning of federal agencies, to include leasing space for federal agencies, so that government employees have space to perform their work. Today's GSA lease portfolio consists of more than 8,000 leases, consisting of about 192 million RSF with a total contract value exceeding 5.6 billion dollars in annual rent.

For more information about the GSA's Lease Offer Platform and the different lease submission platforms (AAAP & RSAP), click the FAQs and Help sections at the top of the page or email [Lop.Manager@gsa.gov](mailto:Lop.Manager@gsa.gov)

## Complete the Offeror Registration Page:

 LEASE OFFER PLATFORM HOME NEWS & UPDATES FAQs HELP REGISTRATION

### Offeror Registration

First Name \*

Last Name \*

Company

Title

Street Address \*

Country \*

City \*

State \*

Zip Code \*

Phone \*

Alternate Phone

Email \*

Re-enter Email \*

Website URL

States of Interest \*

Available

NCR  
Alabama  
Alaska  
Arizona

Chosen

Register

Reset

Note: required fields are marked with a red asterisk (\*).

Select your States of Interest by clicking the state names and then clicking the right-facing arrow:

States of Interest \*

Available	Chosen
NCR	
Alabama	
Alaska	
Arizona	

By clicking the 'Register' button below, you confirm that you have read and agree with the [Privacy and Security Policy](#).

For AAAP, your states of interest will determine which RLPs are available for you to select when you begin the offer process, as AAAP RLPs are specific to geographic regions.


For RSAP, your answer to this question will not affect which solicitations you may respond to.

**Review the Privacy and Security Policy, and click Register at the bottom of the page.**

**You will then receive an email from [LOP.Manager@gsa.gov](mailto:LOP.Manager@gsa.gov) with your username and a temporary password.**

Note: your username will be your email address and passwords are case sensitive.

Your LOP login credentials can be used to access both AAAP and RSAP. To log in to one of the platforms, click on the corresponding box on the LOP Homepage:

[LOP HELP](#)[REGISTRATION](#)

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You will be taken to either the AAAP Homepage or the RSAP Homepage, depending on which you selected in the step above.

[AAAP HELP](#)
[REGISTRATION](#)

### GSA's Automated Advanced Acquisition Platform

The **Automated Advanced Acquisition Program (AAAP)** is a multiple award lease procurement tool. The AAAP allows the market to compete for multiple federal leases by submitting a single offer through a simple online platform. The AAAP collects best and final offers for generic office space needs that remain in a secure database throughout the fiscal year (Oct 1 - Sept 30). Offerors are encouraged to submit all available office space, for three lease term options, with consideration to GSA's minimum requirements. The AAAP positions the GSA to expeditiously address the future leasing needs of the Government.

To view the Request for Lease Proposal Package for the region where your building is located, review the map below to identify your GSA Region #. Select the Region # from the dropdown, and click View RLP Package.

#### View AAAP Solicitations for Offer Package

Select a Region:

#### Login

Username (Email Address)

Password

[Forgot Your Password?](#)

Upon registering for an account, your login credential will give you access to AAAP & RSAP. To navigate between AAAP & RSAP, click the link in the upper-right corner of this page.

#### Resources

Check out these links for additional AAAP information:

- [FAQ](#)
- [Register for AAAP Email List](#)
- [FedBizOpps.gov](#)
- [Awarded Offers](#)

#### Contact

For more information contact  
[AAAP.Manager@gsa.gov](mailto:AAAP.Manager@gsa.gov)

[RSAP HELP](#)
[REGISTRATION](#)

### GSA's Requirement Specific Acquisition Platform

The Requirement Specific Acquisition Platform (RSAP) is a single award lease procurement tool. The RSAP migrates GSA's traditional lease procurement method to an e-commerce procurement and transaction tool, collecting online offers for a specific space requirement. The RSAP uses a single RLP for a specific space requirement and allows offerors to tailor initial offers by utilizing a streamlined workflow. The RSAP positions the GSA to address complex space requirements electronically.

For more information about the GSA's Requirement Specific Acquisition Platform, click the FAQs and Help sections at the top of the page or email [RSAP.Manager@gsa.gov](mailto:RSAP.Manager@gsa.gov)

#### Login

Username (Email Address)

Password

[Forgot Your Password?](#)

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#### Resources

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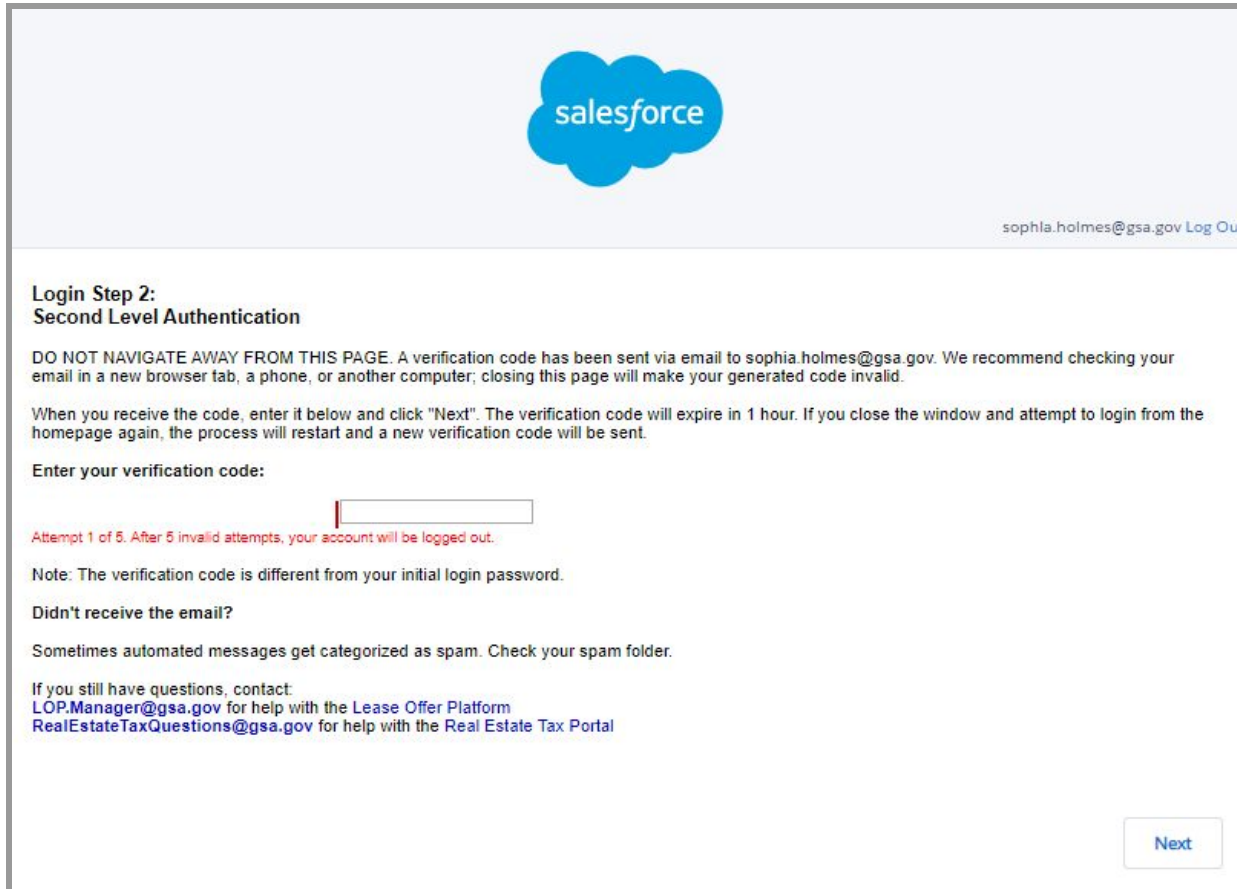
Enter your username and temporary password into the Login box on the right side of the page.



**You will be taken to a Second Level Authentication page and a verification code will be sent to your email address. .**

Please do not close this page once you have reached it. If you do, you will have to start the login process over again.

If you do not receive an email from [LOP.Manager@gsa.gov](mailto:LOP.Manager@gsa.gov) with your verification code within 60 seconds, check your spam or junk folders.



The screenshot shows the Salesforce login interface for a user named sophia.holmes@gsa.gov. At the top is the Salesforce logo. Below it, the user's email and a 'Log Out' link are visible. The main heading is 'Login Step 2: Second Level Authentication'. A warning states: 'DO NOT NAVIGATE AWAY FROM THIS PAGE. A verification code has been sent via email to sophia.holmes@gsa.gov. We recommend checking your email in a new browser tab, a phone, or another computer; closing this page will make your generated code invalid.' Below this, instructions explain that the user should enter the code and click 'Next', and that the code expires in 1 hour. A text input field is provided for the verification code. A red message indicates 'Attempt 1 of 5. After 5 invalid attempts, your account will be logged out.' A note clarifies that the verification code is different from the initial login password. A link for 'Didn't receive the email?' is present, followed by advice to check the spam folder. At the bottom, contact information for LOP.Manager@gsa.gov and RealEstateTaxQuestions@gsa.gov is provided. A 'Next' button is located at the bottom right.

**salesforce**

sophia.holmes@gsa.gov Log Out

**Login Step 2:  
Second Level Authentication**

DO NOT NAVIGATE AWAY FROM THIS PAGE. A verification code has been sent via email to sophia.holmes@gsa.gov. We recommend checking your email in a new browser tab, a phone, or another computer; closing this page will make your generated code invalid.

When you receive the code, enter it below and click "Next". The verification code will expire in 1 hour. If you close the window and attempt to login from the homepage again, the process will restart and a new verification code will be sent.

Enter your verification code:

Attempt 1 of 5. After 5 invalid attempts, your account will be logged out.

Note: The verification code is different from your initial login password.

Didn't receive the email?

Sometimes automated messages get categorized as spam. Check your spam folder.

If you still have questions, contact:  
[LOP.Manager@gsa.gov](mailto:LOP.Manager@gsa.gov) for help with the Lease Offer Platform  
[RealEstateTaxQuestions@gsa.gov](mailto:RealEstateTaxQuestions@gsa.gov) for help with the Real Estate Tax Portal


Next

**Enter the verification code you received in the box and click 'Next' at the bottom right of your screen.**

**First time users will then be asked to create a permanent password.**

Note: the verification code is different from your password. Other than the very first time you log in to the platform, your password will remain the same each time you log in. However, the verification code will change each time. In other words, every time you log in with your password, a new verification code will be sent to your email.

If you ever forget your password, click 'Forgot Your Password?' in the Login box on the Homepage:



[RSAP HELP](#)[REGISTRATION](#)

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